

Municipal Capital Improvement Committee

Timeline and Procedure For Updating the Five Year Capital Plan



Timeline for Annual Department Updating of Five Year Capital Plan

September

Department Heads to be notified of availability of Forms. Questions regarding completion of Forms can be forwarded to the CIC Chairperson.

October

Town Administrator – Budget Process Begins

Town Administrator will provide an updated inventory list for Capital Improvement Committee.

January 15 (Or next business day in case of weekend or holiday)

Department Heads submit completed Form A for all project/asset requests as part of the updated 5 year plan.

February

Municipal Capital Improvement budget recommendation to BOS.

Sept – Jan

Capital Improvement Committee reviews Capital Project Request Forms as they are submitted.

In preparation for an effective and efficient Department Head and CIC Review Meeting:

- Preliminary questions or areas requiring additional information are raised by committee members and documented in the CIC Meeting Minutes.
- The Department Liaison is charged with communicating these questions or areas of concern as written in the minutes to the Department, through e-mail.
- The Department is responsible to provide a documented response through the liaison for committee discussion and review.
- The committee will vote on proceeding with scheduling the Department for the CIC Review Meeting.

Oct – March

Department Head and CIC Review Meetings in open discussion.

End of March

Follow up discussions to be completed

60 days before June Town Meeting

Delivery of CIC Warrant Articles for June Town Meeting

Project Request and Project Status Forms

I. (Form A – Capital Project Request Form)

Clear statement of needs and justification for request for each capital asset or project requested.

- Cost information regarding the fiscal impact for the requested asset or project.
- An implementation schedule.
- Indicate the priority level of High – Medium – Low (for requests within same Fiscal Year)
- Prioritize all projects within the department.

II. (Form B – Capital Project Status Form)

To be completed by the department head in charge of an ongoing project to enable the Committee to monitor progress and prepare report for Town Meeting.

- start of work
- an agreed timeline progress checkpoint
- end point of the project

**BOTH FORMS ARE AVAILABLE THROUGH THE WEBSITE LINK:
5 YEAR CAPITAL IMPROVEMENT PLANNING PROCESS**

The Forms can be Filled and Saved in Adobe Acrobat Reader
or
Printed out and completed by hand